



UNIVERSITY OF
SOUTH DAKOTA

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Originating Office: Financial Affairs

Responsible Executive: VP of Finance & Admin

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Travel for Non-Affiliated Individuals

Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY	1
III. DEFINITIONS	2
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS	2

I. REASON FOR THIS POLICY

The Out of State Travel for Non-Affiliated Individuals Policy includes rules for non-University individuals traveling on behalf of the University (USD). This includes but not limited to candidates, recruits, and speakers.

II. STATEMENT OF POLICY

Non-Affiliated Individuals should follow the following guidelines when traveling on university business. It is recommended that airfare arrangements be made using the University contracted travel agency.

OUT OF STATE TRAVEL REQUESTS

Non-Affiliated Individuals are not required to complete Travel Request forms.

REIMBURSEMENT OF EXPENSES FOR OUT OF STATE TRAVEL

Non-Affiliated Individuals traveling on University business required to follow the rules and reimbursement rates set forth by the State of South Dakota in [South Dakota Administrative Rule §5-01](#) and [South Dakota Codified Law §3-9](#).

III. DEFINITIONS

Department Head: Department Chair, Department Dean, Director, or other administrative managerial positions.

Non-Affiliated Individuals: includes but not limited to candidates, recruits, and speakers

IV. PROCEDURES

General Guidelines:

1. Airfare arrangements are normally made using the university contracted travel agency. Should airfare reservations not be made by the University contracted travel agency, a justification must be approved by the appropriate Vice President. There will be no airfare reimbursement until after travel is complete. If Non-Affiliated Individual chooses not to take the scheduled trip, USD is not responsible for reimbursing any costs. If airfare is paid using personal funds, USD is not responsible for any unrecoverable costs associated with cancellations or changes.
2. All airfare tickets will be reviewed by Financial Affairs for cost effectiveness.
3. Seat upgrades (economy plus, exit row, etc.) are not to be paid using University funds. Departments may choose to reimburse the traveler for upgrades using non-University funds after travel is complete.
4. Non-Affiliated Individuals are allowed 1 day for travel before/after the event if flying domestically and 2 days before/after the event if flying internationally.
5. Conference/workshop registration fees, whether in-person or virtual, can be made directly through the University, paid by the individual with personal funds, or paid using the University credit card. Should the traveler choose to pay the fee with personal funds, reimbursement will not be made until after the event is complete. Should the traveler not attend the event, USD will not be held responsible for any unrecoverable expenses for cancellations or changes.
6. Contract provisions may supersede any of these guidelines.

All questions should be directed to Financial Affairs at 658-3630 or financialaffairs@usd.edu

V. RELATED DOCUMENTS, FORMS AND TOOLS

[South Dakota Administrative Rule §5-01](#)

[South Dakota Codified Law §3-9](#)

[Out-Of-State Travel Request Form](#) – USD Portal

[Out-Of-State Common Travel Payment Detail](#) – USD Portal

[International Activity Policy 1.005](#)

[Individual Travel Advance Policy 2.006](#)

[Group Travel Advance Policy 2.004](#)

[Directions for International Insurance Purchase](#)